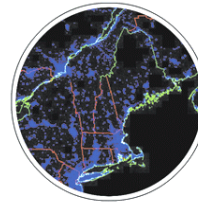


United States Office of Ecosystem Protection
Environmental Protection Agency
New England Region

LIVABLE COMMUNITIES APPLICATION GUIDANCE FY 2000

*“Working With New England’s Communities
To Improve The Quality Of Life And The
Environment”*



Smart Growth Strategies
for New England



U.S. Environmental Protection Agency-New England Livable Communities Grant Program

Grant Application Guidance

FY 2000

Introduction

The United States Environmental Protection Agency New England is soliciting proposals for a newly expanded **Livable Communities Grant Program** that is a partnership between our Smart Growth Program and the Urban Environmental Initiative (UEI). This Grant Program is one of EPA New England's key actions to support the creation of livable communities through urban restoration and revitalization, smarter patterns of growth, and improving the quality of life and public health for New England residents. This guideline outlines the purpose, goals, and general procedures for application and award under the Livable Communities Grant Program. Full Applications must be mailed to EPA New England and **postmarked no later than June, 15th, 2000**. See Section V for detailed information on how to apply. Grants may be requested for amounts from \$5,000 to \$30,000 for the period October 1, 2000 up to September 30, 2002 and must provide at least 20% match (cash or in-kind). At least 50% of the funding through this competitive grant program will be dedicated to work in urban areas throughout New England, including Boston, MA; Providence, RI; and Hartford, CT. Eligible applicants include non-profit organizations, grassroots organizations, local government, institutions and organizations, state and regional agencies, and Indian Tribes based in the New England States of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont.

This guidance includes the following:

- I. Background
- II. What Projects Can Be Funded?
- III. Who Can Apply For Funding?
- IV. Grant Application Amounts & Match Requirement
- V. How to Prepare & Submit the Grant Application
- VI. Structuring the Proposal Narrative
- VII. What Criteria Will Be Used to Evaluate an Application
- VIII. Project Period & Reporting Requirement
- IX. Examples of Potential Projects
- X. Expected Time-Frame for Reviewing and Awarding Grants
- Attachment A: Application Form & Completed Sample Form
- Attachment B: One Page Summary Outline
- Attachment C: Livable Communities Project Schedule Form
- Attachment D: Sample Budget Detail
- Attachment E: Check List of Required Materials

I. Background

EPA's Livable Communities approach recognizes that most land use decisions are made at the local level but we must all work in partnership to improve the quality of life for residents throughout New England and help communities and regions develop or redevelop in more livable ways. Livable Communities intends to help strengthen urban communities, make suburbs more livable, and invest in rural economies. Proposals from urban, suburban, and rural areas or regional proposals that link these areas are strongly urged to apply for funding.

In urban areas throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma from poor indoor air quality. Cumulatively, the effects of these hazards on urban residents and high risk populations such as children and the elderly are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. This results in disproportionate health risks to residents and stress on the quality of the air, water, and land in urban neighborhoods. In 1995, EPA New England piloted the Urban Environmental Initiative (UEI) to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, openspace and greenspace, vacant lots, environmental justice, and urban rivers and wetlands.

The Livable Communities effort challenges communities to invest in a better future that is characterized by goals and on-the ground improvements that lead to a better quality of life for New England residents such as:

- Protecting environmental quality and preserving green spaces
- Easing traffic congestion by expanding use of alternative transportation and improving on existing transportation systems and highway planning
- Protecting, revitalizing, restoring and improving existing neighborhoods
- Encouraging compact, transit-oriented development and redevelopment
- Helping communities collaborate to develop regional solutions
- Enhancing a sense of community and fostering civic involvement
- Strengthening economic health
- Educating local residents on critical environment and public health issues

The EPA will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another. More information on EPA New England's Livable Communities, Smart Growth, and UEI activities is available via the Internet at: www.epa.gov/region01.

II. What Projects Can be Funded?

The Livable Communities Grant Program seeks to fund projects throughout New England that facilitate meaningful improvements in one or more of the following environmental areas.

Smart Growth - projects or tools that enable communities to ensure that future growth is sustainable, environmentally sound, protect public health, and reflects the needs of the community.

Sound Science & Community Right To Know - projects that promote use of sound scientific techniques, support environmental change agents, ensure cumulative and comparative assessment of environment and public health risks, and ensure public access to critical and timely information through a wide range of communication tools including web pages.

Lead Poisoning Prevention - projects that reduce exposures to lead or target education, outreach or training for lead poisoning prevention towards high-risk populations including children.

Indoor Air Quality (IAQ) - comprehensive asthma outreach, carbon monoxide poisoning prevention, environmental tobacco smoke exposure to children and the elderly, integrated pest management, alternative pesticide use outreach, indoor air quality control in schools.

Ambient Air Quality - projects that reduce the use of automobiles or promote alternative transportation methods, emission reduction projects for auto repair shops in neighborhoods, traffic reduction projects, projects that encourage biking, walking, or car pooling.

Urban Rivers/Wetlands - shoreline surveys and clean ups, river monitoring projects, community education, information and outreach activities that include a "hands on" river or wetland revitalization/restoration aspect.

Urban Vacant/Open Space - urban agriculture, farmers market development, creating community gardens, tree stewardship programs, sustainable clean-up efforts that result in permanent revitalization, pollution prevention efforts through reduction in neighborhood trash, or illegal dumping.

Funds should support activities to restore or revitalize the environment, education, outreach, training, organizing or community planning activities. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but lead screening itself could not be funded. In addition, funds are available for community planning, workshop design and organizing that develops a process and achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area. The Livable Communities Grants Program supports projects and activities to improve children's health by reducing environmental hazards.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes, or (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding.

Applicants should be aware that proposals submitted under this or any other EPA grant program are subject to the Freedom of Information Act (FOIA). This means that anyone can request and receive copies of all the information submitted in your grant proposal. If your application contains any confidential business information, be sure to highlight it so the confidentiality can be protected in the event of a FOIA request.

III. Who Can Apply for Funding?

Eligible applicants include non-profit organizations, grassroots organizations, local government, state or regional agencies, institutions and organizations, and Indian Tribes based in the New England States of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and

Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects. The Livable Communities Grant Program will consider funding an educational institution or municipal agency if it seeks funding to support a project with substantial community involvement and leverages resources from other municipal or private sources. Organizations excluded from applying directly are encouraged to work with eligible applicants to develop proposals that include them as participants in the project.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will result in an incomplete submission that will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA’s regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

IV. Grant Application Amounts & Match Requirement

Grants may be requested for amounts from \$5,000 - \$30,000 per proposal. Applicants may submit multiple proposals, but each proposal must be for a separate and distinct project. No organization may receive funding for more than one proposal each year and projects awarded will be ineligible for future funding from this program. This program is intended to provide seed money to leverage a broader public and private investment in livable communities. As a result, the program requires a minimum non-federal match of at least 20 % of the **total** budget (the total budget includes EPA’s share). The match is calculated as shown below. EPA strongly encourages applicants to leverage as much investment as possible and views this leverage as a measure of community support and an indication of the possible longevity of the project. The match can come from a variety of public and private sources, and can include in-kind goods and services. No federal funds, however, can be used as matching funds without specific statutory authority (e.g. HUD’s Community Development Block Grants can be used as a match).

Example Match Calculation: If you want to request \$10,000 from EPA, your match amount is not \$2,000 but \$2,500. You calculate the amount of match you must provide as follows:

\$10,000 divided by .8	=	\$12,500	Total Project Budget
		<u>- 10,000</u>	Amount Requested from EPA
		\$ 2,500	Your Match

This calculation gives you the minimum match required. Your match must be at least 20% for your project to be eligible for funding. Fractions (e.g., 19.5%) will not be rounded up.

In-Kind Contributions to Meet your Match Requirement: In-kind match is a non-cash contribution to a project such as volunteered services, and donated supplies (e.g. can include use of equipment, office/meeting space, printing). These “in-kind contributions” can be counted toward the required match. Volunteered services may include a bookkeepers maintenance of your group’s

financial records and preparation of required financial reports or an auditor's review of your group's financial records. You must place a reasonable monetary value on your in-kind contributions and include them in your budget. You must be prepared to document in-kind contributions in your records. Rates for volunteer services must be consistent with rates in your community for similar services and may not include fringe benefits, overhead, or profit. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that match partners contribute can be counted toward match only if they are for costs that EPA can fund. If a project is funded, applicants and their match partners are subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

V. How to Prepare & Submit A Grant Application

To qualify, your grant application package must include the following elements:

- (1) A completed Application Form (see Attachment A),
- (2) One page Project Summary (see Attachment B)
- (3) Proposal narrative, with schedule (see Attachment C)
- (4) Budget Detail Sheet with match information (see sample in Attachment D)
- (5) Documentation demonstrating non-profit or non-for-profit status
- (6) Resumes of up to three key project staff, and
- (7) Letters of Commitment from match partners

The one page summary should describe your project and which of the Livable Communities program objectives does it meet (i.e., smart growth, sound science & community right to know, lead poisoning prevention, indoor air quality, ambient air quality, urban rivers/wetlands, and urban vacant/open space.) Identify your goals and how you will meet them. Explain what the environmental and public health results or improvements will be. See the Project Summary outline in Attachment B for more details and the appropriate format.

Proof of Non-Profit Status: All applicants, except public agencies, municipalities, and Federally-recognized Indian Tribes must attach documentation demonstrating non-profit status or articles of incorporation. For more information, see Section III titled: **Who is Eligible to Apply for Funding?** Applications without this documentation will not be considered.

Match Commitment Letters: Letters of commitment from **all** partners contributing matching funds (cash or in-kind) to the project must be submitted with your proposal, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the match partner, and include the partner's telephone number and address. The match letters can be addressed either to the applicant or to EPA New England. Commitment letters **must specify** the nature of the match (cash or in-kind services), the dollar value of the match, and the role the match partner will play in the project. Matching funds cannot be contingent; that is, the organization providing the match must be able to certify that the funds will be available during the project period. **Applications without these commitment letters confirming available match funds will not be considered.** Please do not send letters of general support from non-match partners or others; they will not be used in the evaluation and review process.

The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. **Exceeding this five page limit will make the application ineligible.** A one page summary, detailed schedule, and budget (see attachments for

required formats) must also be submitted for each application and is **not** considered part of the five page limitation. The budget narrative should clearly explain the use of funds and include a brief statement of other resources identified to assist with the project. This should include monetary, in-kind and projected continuation funding. It is not necessary to have secured follow on funding. However, it is necessary to identify prospects for ongoing funding and a strategy for program continuation. The narrative should follow the format outlined in Section VI.

EPA New England prefers that covers, binders, or folders not be used and that proposals should be submitted on 8 ½ by 11 recycled paper, ideally double-sided. Please use no smaller than 10 point font type and set page margins at one-inch all around.

Send the original and (2) two copies of the completed grant application package to: Athena Boukantar, Livable Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023. **All applications must be postmarked by the U.S. Postal Service no later than Thursday, June 15th, 2000. Please note faxes will not be accepted.**

In order to answer any questions you may have, the Livable Communities Grant Program will sponsor two Grant Information Sessions. One session will be in Boston, Massachusetts and the other session will be held as a conference call. The Sessions are free and open to the public. Please see the last page of this grant guidance for more details and registration information.

VI. Structuring the Proposal Narrative

The proposal narrative should describe your organization and the proposed project, answering as many of the following questions as possible. It may **not** be longer than five pages of text; these five pages may be on either single-sided or double-sided sheets of paper. Proposal narratives shorter than five pages are acceptable. Please use the same question headings that are written in **bold** to organize your written proposal. Your proposal should answer the questions outlined below and be responsive to the application guidelines. Review of grants will be based on their satisfaction of the grant criteria detailed in Section VII titled **“What Criteria Will Be Used to Evaluate an Application?”**.

The Organization

Who are you?

When were you organized?

What are the issues you are addressing?

What are your goals?

What have you accomplished in pursuit of these goals?

How does the project you are proposing fit into your organization's mission and other efforts?

Why are you the right group to do the work you are proposing?

The Project

Describe your project and which of the Livable Communities goals and objectives the project meets.

How will this project improve the environment and/or public health?

Describe the community this project will serve. (Address the cultural, linguistic and

economic reality of your target population.)

Why did you choose this community?

How do you intend to involve them?

Why is this approach particularly effective with this community?

Complete the following statement:

“Examples of our success in conducting environmental clean-up, urban revitalization, community education or mobilization programs, etc. are...”

Are there other organizations working on this issue in your community?

How is this project different from what is already being done, and can it serve as a model?

Will this project be complementary to ongoing efforts?

Who will direct this effort?

Why do you have confidence in their leadership?

What other groups will you work with on this project (other community groups, local government agencies, universities, religious organizations, volunteer groups, health department and/or health centers)?

How will you work with other groups?

What is the partner(s) level of involvement on this project?

Program Implementation (Livable Communities Project Schedule)

Please address the following questions by completing the Livable Communities Project Schedule form in attachment C.

How will you implement your program?

What is your schedule for completing project deliverables?

How many x will you train, reduce, conduct, etc.? By when?

Program Evaluation

What level/type of evaluation will you incorporate in your project plan? EPA is interested in a method or process which will provide data to assess the effectiveness of a particular education, outreach, training, organizing, environmental clean-up or green space development strategy etc. The method for collecting or tracking your data will depend on the specifics of your project. For one group, administering a pre- and post- survey to train participants may be appropriate, while another group may choose to document pre and post project changes in the physical environment, or incidents of environmental degradation such as illegal dumping, or growth in job creation and compensation resulting from the project. The results of the evaluation are important because the data will give project staff direct feedback from project participants.

You will no longer have to wonder about the impact your work is having, but will have concrete answers to questions such as: (1) Are we reaching our target group? (2) Have our environmental clean-up, restoration education, outreach, or training, efforts had any affect on the lives of our target group? (3) Has our project efforts resulted in community improvements in environmental health, urban air and water quality, or urban vacant lot/green spaces? From the perspective of the Livable Communities Grant Program, the evaluation component serves to: (1) offer model strategies that have been shown to be effective and sustainable in a particular community, and (2) reinforces the importance of continued support of community-based environmental protection efforts that have proven to be effective.

How will you evaluate your work?

How will you determine if your objectives are being met?

Complete the following statement:

“To document that this project has been effective, we plan to ...”

[It is understood that some measurable objectives require cooperation of other parties or may require a longer period than the grant cycle. You should still outline measures that show how you are working to influence other parties and where you expect to be by the end of the grant cycle.]

Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)?

Will you re-contact all or some of those you've worked with to see if your assistance has made a difference?

Budget

Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. Allowable costs are determined by reference to EPA regional cited below and to OMB Circulars A-122, “Cost Principles for Non-profit Organizations,” and A-21 “Cost Principles for Education Institutions,” and A-87 “Cost Principles for State, Local, and Indian Tribal Governments.” Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, rental of office space, etc., as long as these are “necessary and reasonable.” Entertainment costs and food are examples of unallowable costs.

What are the project expenses for the period for which you are requesting funding by budget category (see attachment B)?

Have you budgeted funds to cover an evaluation?

Which expenses are related to the evaluation (staff time devoted to surveying or analysis should be specified as well as any purchased evaluation assistance).

How much funding will you need from the Livable Communities Grants Program?

Where will you get the remaining funds for the project? Please include both received and anticipated funds.

How will you continue work after the grant period?

What resources have you identified for further work?

VII. What Criteria Will be Used to Evaluate an Application?

The mission of the Livable Communities Grants Program is to facilitate sustainable community improvements in the areas of smart growth, sound science and community right to know, environmental justice, lead poisoning prevention, indoor air quality, ambient air quality, urban rivers/wetlands and vacant lots/open spaces. The proposed project must meet at least one out of the eight statutory threshold determinations described below:

- Clean Air Act section 103(b)(3)
- Resource Conservation and Recovery Act Section 8001
- Safe Drinking Water Act Sections 1442(a)(b)
- National Environmental Education Act Section 6
- Clean Water Act section 104(b)(3)
- Toxics Substances Control Act Section 10
- Federal Insecticide, Fungicide, and Rodenticide Act section 20
- Pollution Prevention Act Section 6605.

In making selections, factors including geographic diversity, project diversity, costs, matching funds, and project transferability or replicability may be considered. Proposals will also be evaluated against the five selection criteria outlined below.

CRITERION ONE: Livable Communities - Environmental & Public Health Benefit (35 points)

Extent to which the proposed program will result in physical improvement to the environment, provide services, technical assistance, holistic education and outreach, effective planning, or increased employment in environmental fields or new commercial/green businesses in targeted neighborhoods and communities in urban, suburban, and rural areas and addresses the following goals (proposals need not meet every goal):

- Protecting environmental quality and preserving green spaces
- Easing traffic congestion by expanding use of alternative transportation and improving on existing transportation systems and highway planning
- Protecting, revitalizing, restoring and improving existing neighborhoods
- Encouraging compact, transit-oriented development and redevelopment
- Helping communities collaborate to develop regional solutions
- Enhancing a sense of community and fostering civic involvement
- Strengthening economic health
- Educating local residents on critical environment and public health issues

In addition to these goals, please consider the following questions in your proposal:

- What environmental, economic, and community problem(s) does the proposal address and how will it address them?
- What type of development or change is desired, what is driving current patterns of development, and what needs to be changed?
- How do the solutions proposed illustrate a comprehensive approach to smart growth? Does the proposal offer a locally and regionally appropriate solution that does not shift the problem to another area or create a new problems as a result?
- What percentage of the population in the affected community or region will benefit from this project and how will they benefit?
- How does the proposal assure that development or other economic activities do not degrade the environment?
- How does the proposal represent new steps for the community or region?
- What other livability projects, if any, does your proposal relate to and build upon?

CRITERION TWO: Measurable Results (25 points)

This section of the proposal should seek to measure both quantitative and qualitative results, and the following questions should be considered:

- What are the achievable short term (less than three years) and longer term targets that will be used to measure the proposal's contribution to livable communities?
- **For Planning or Visioning Proposals:** once the plan or vision is developed, what next

steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to livable communities be measured?

- How will needed changes to the project be identified and incorporated in an ongoing basis?

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)

Extent to which the community will be principally involved in the development and management of the project. Demonstration that the project includes specific ways to empower the community to be active in addressing the project goals. Extent to which the applicant partners with other local stakeholders including local government, the private sector, academia, medical establishments or others. Match commitment letters will be reviewed as part of the evaluation process.

Please consider the following questions:

- How do your **partners** represent those in the community who have an interest in or will be affected by the project?
- What methods will be used for community involvement to assure that **all** affected by the project are provided an opportunity to participate? How will you ensure that no one is subjected to unjust or disproportionate environmental burdens as a result of the project?
- If applicable, under what specific legal and regulatory authority - local, state, or Tribal - will the proposal be implemented?
- What tasks will your partners be responsible for as part of your proposal?

CRITERION FOUR: Critical Need & Potential for Long Term Sustainability (10 points)

Extent to which funding is a critical resource to start or maintain a program that the organization will sustain beyond the EPA grant period. Please consider the following questions:

- What is the long-term commitment to the project and can it serve as a model for others?
- How critical is this funding to the success of the project proposal?
- Have you explored other funding resources to support this project?
- After funds from EPA are exhausted, how will the work continue?

CRITERION FIVE: Evaluation (10 points)

Extent to which proposed program includes an evaluation component that demonstrates the effectiveness of the proposed project goals and outcomes.

- After the project is completed, how will these results be measured and used to demonstrate that your goals have been met and tasks completed?
- How will you share the experiences gained during the project with other communities?

VIII. Project Period & Reporting Requirement

Activities must be completed and funds spent within the time frame specified in the grant award, usually one year. However, we will consider project periods of up to twenty-four months in duration. Project start dates will depend on the grant award date.

All recipients must submit quarterly reports and final report for EPA Project Officer approval. Specific report requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate and disseminate grantee's final reports to serve as model programs.

IX. Examples of Potential Projects

The following are examples of the types of projects EPA would consider for funding under the Livable Communities Grant Program. These examples are illustrative only, and are not intended to limit proposals in any way.

- Feasibility study for a transit-oriented development project that would integrate housing, public health concerns, retail, and recreation, and give people more transportation and housing choices while reducing stormwater runoff and air pollution.
- Design and establishment of an incentives program in a community to encourage use of alternative, less-polluting forms of transportation and to encourage businesses to stay in or relocate to city centers or areas with suitable infrastructure.
- Develop a template for innovative land use techniques such as trading of development rights, designed to make it easier for communities to site development in suitable areas and protect important natural resources.
- Create a coalition of civic, business, community, and environmental interests to develop and implement a regional smart growth or livability plan that effectively and fairly balances conservation and development, and integrates land use and transportation planning.
- Develop techniques to analyze the environment, public health, and other benefits of higher density development around transit nodes, and to encourage local communities to adopt land use controls that will enable such development.
- Implementation of a project to protect our working landscapes in rural and urban areas by helping farmers, youth, and forestland owners practice non-polluting growing and harvesting methods that are economically profitable and environmentally sound.
- Revitalization of town centers and their zoning to allow for more mixed use (residential, commercial, industrial), affordable housing, access to open space and green space, more transportation options (e.g. transit, walking, bicycling), and increased urban forest areas.
- Design of a tax, tax credit, or fee system that provides incentives for "smart growth" and discourages patterns of development that are environmentally harmful and costly.
- Development and implementation of a holistic approach in presenting and communicating risk to local urban residents and target populations on multiple exposure pathways for environment and public health hazards (i.e. activity-based, media-based, or place-based).

X. Expected Time-Frame For Reviewing and Awarding Grants

April 1st, 2000	Livable Communities Grants Program Application Guidance is released and Pre-Application invitation letters sent.
April 1st, 2000 to May 1st, 2000	Eligible grant recipients develop and complete their Pre-Applications.
April 10, 2000	Livable Communities Grant Information Session in Boston, MA. (See last page of this guidance for details on this session and the phone conference call).
May 1st, 2000	Pre-Applications must be postmarked by this date and mailed to EPA New England.
May 2nd, 2000 to May 15th, 2000	Pre-Applications are reviewed and evaluated.
May 15th, 2000	Selected finalists are invited to submit a full proposal.
May 16th, 2000 to June 15th, 2000	Finalists develop and complete their full applications.
June 15th, 2000 to July 1st, 2000	Full Applications are reviewed and evaluated.
July 1st, 2000	Applicants will be contacted by EPA if their application is being considered for funding. All finalists will be required to complete additional government forms prior to receiving a grant. Finalists from Rhode Island, Maine, and Vermont will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process.
August - September 2000	EPA expects to formally announce 2000 Livable Communities Grant Program Recipients.

Attachment B

***Livable Communities Grants Program
Project Summary (one page)***

I. APPLICANT INFORMATION

Project Title:	Organization Name:
Address:	City/State/Zip:
Project Contact Name(s):	
Telephone/Fax	Email Address:

II. SUMMARY BUDGET & MATCH PARTNER INFORMATION

Dollar Amount Requested from EPA
Dollar Amount of Matching Funds
Dollar Amount of Total Project Budget (EPA + match)
Match As Percentage of Total Budget (must be at least 20%)
List of Organizations Providing Match

III. PROJECT SUMMARY INFORMATION

A. Briefly Summarize The Proposed Project:

(Describe your project, why your organization & partners are appropriate for this work, the target audience or community the project will serve, and the expected environmental and/or public health benefits.)

B. How Will The Target Livable Communities Issue(s) and Priorities Be Addressed?:

(i.e., smart growth, sound science and community right to know, environmental justice, lead poisoning prevention, indoor air quality, ambient air quality, urban rivers/wetlands, urban vacant/open space)

Attachment C

Livable Communities Project Schedule

Organization Name:

Project Title:

<i>Project Deliverables</i>	<i>Contact Person (per Task)</i>	<i>Time (Month, Year)</i>	<i>Deliverables</i>
Objective # 1:			
1. Tasks Required	Key Contact	Oct - Nov, 1999	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	Dec 1999	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	Jan 2000	1. Deliverable
2. Tasks Required	Key Contact	Feb - Mar 2000	2. Deliverable
3. Tasks Required	Key Contact	April 2000	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May-June 2000	1. Deliverable 2. Deliverable
2. Tasks Required - Subtasks	Key Contact	July-Sept 2000	3. Deliverable 4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	Sept 2000	1. Deliverable

Attachment D

SAMPLE BUDGET DETAIL

<u>Expenditures</u>	<u>Total Project Budget</u>	<u>Amount from LC Grant</u>	<u>Other Resources (\$ or in kind)</u>
<i>1. Personnel</i>			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
<i>2. Fringe Benefits at 17%</i>			
0.5 FTE* Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
<i>3. Travel</i>			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
<i>4. Equipment **</i>			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
<i>5. Supplies</i>			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
<i>6. Other</i>			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
<i>7. Contractual ***</i>			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
Total	\$20,000.00	\$15,600.00	\$4,500.00

* FTE - Full Time Employee

** Equipment must be for this project and carefully justified in the budget narrative.

*** Specify in budget narrative how contractual funds will be used.

Attachment E

Check List of Required Materials:

_____ Completed Application Form (first page)

_____ Project Summary (one page)

_____ Project Proposal which includes the proposal narrative, program evaluation and budget narrative (no more than five pages).

_____ Livable Communities Project Schedule

_____ Budget Detail

_____ Proof of non-profit or not-for-profit status.

_____ Letters of commitment from match partners. Letters must specify the nature and dollar value to the match and must commit the organization's availability to the project.

_____ Up to three (3) resumes for key project staff. Resumes must be one page in length.

2000 Livable Communities Grants Training

The U.S. EPA New England will sponsor Training Sessions to provide applicants assistance with the grant application process. The training will provide an overview of the EPA programs under the Livable Communities Initiative including Smart Growth and the Urban Environmental Initiative programs, examples of past funded projects, grant application processes, and practical tips on how to prepare a strong application. We will sponsor one training in Boston, MA and will organize at least one Conference Call Training Session to answer any questions that you may have during the application process.

Monday, April 10th, 2000

U.S. EPA New England

One Congress Street, Training Room, 11th Floor

Boston, MA

Time: 12:00 p.m. - 3:00 p.m.

To pre-register for the Grant Information Sessions please forward your completed registration form to: **Athena Boukantar, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.** You may also fax your application to (617) 918-1505. Directions will be sent to you once your registration form is received. **The pre-registration deadline is Friday, April 7th, 2000.** If you have questions or concerns please contact Athena Boukantar at (617) 918-1630.

Livable Communities Grants Program Training - Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email address: _____

Please select one of the following options for Livable Communities Grant Training:

I will attend the April 10th, 2000 Training in Boston, MA. _____ **YES**

I want to participate on a Conference Call Training Session during the week of April 10th, 2000. Please call me with more details.

_____ **YES**